**Getting Started with Easy Bib**

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1. **Account Set Up**
2. Click on **Register** at top right.
3. Choose **Sign up to EasyBib.**
4. Complete all fields with an **\*,** and click on **Register.**
   1. Email does not have to be real.
   2. Record your account information here.
      1. Email Address (username): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
      2. Password: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
5. **Build a Project**
6. Click on the **Create New Project** button
7. Name your project.
8. Choose **MLA 7.**
9. Click **Create.**
10. **Adding Sources to the Bibliography (Works Cited list)**

Click on **Bibliography** on the top.

* + 1. Create a book citation.
       1. Click on the **Book** tab at the top.
       2. Type in the title or ISBN number of a book, and click on **Cite This**.
       3. Click the **Select** button for the matching book.
       4. Review the information for accuracy.
       5. Click on **Create Citation** at the bottom.
    2. Create a website citation.
       1. Search Google for a relevant website, and “copy” the http:// web address.
       2. Ensure that the **Website** tab at the top is highlighted.
       3. In the search box, “paste” the http:// web address, and click on **Cite This**.
       4. If necessary, fill in the blanks with the required information from the web site, or review the information for accuracy.
       5. Then click on **Create Citation**.
    3. “Copy” citations from online database articles you saved.
       1. “Copy” the citation for the article, and close the article.
       2. Click on **All 58 Options** tab at at the top.
       3. Click on **Write / Paste Citation** on the left.
       4. “Paste” the citation in the box.
       5. Click on **Create Citation**.

1. **Locating and Citing Articles Using the Research Tab**
2. Click on the **Research** tab on the toolbar.
3. Type in the topic you are researching.
4. In the search results, note the many types of available sources (on the left), how many times each source has been cited, and whether or not Easy Bib believes the article to be credible (on the right).
5. Access and skim several articles by clicking on their blue links**.**
6. Choose one of the articles.
7. Minimize the article window to return to EasyBib.
8. Click the blue **Cite This** button for the chosen article.
9. Scroll to the bottom, and click **Create Citation.** Now the citation for this article is in your Bibliography.
10. **Create and Use the Works Cited list (when complete)**
    1. Under the **Bibliography** tab, click on the **Print as Word Doc** button.
    2. Click on the blue link to access your Bibliography.
    3. Copy and paste the whole Works Cited document to a blank final page of your paper.
11. **Creating Digital Note Cards / Outline**
12. Maximize an article you chose, read it, and choose a piece of information that you want to use.
13. Return to your project and choose **Notebook.**
14. Click on **New Note.**
15. Complete all fields, including **“Add Paraphrase.”**
16. Choose **Source** from drop down menu.
17. Click on **Save Note**.
18. When notes are done, create an outline on the right by creating bullets including your own info and dragging over your notes.
19. To print notes or outline, simply click the **“Print”** button on the notebook.